

# Australian Youth Affairs Coalition

## Establishment Director Position Description

### Organisation

The Australian Youth Affairs Coalition (AYAC) is Australia's non-government youth affairs peak body, representing the rights and interests of young people and the sector that supports them. AYAC was established in 2002 by state and territory youth affairs peaks and a number of national youth sector organisations following de-funding of the previous peak body, the Australian Youth Policy and Action Coalition (AYPAC), in 1999. Up until February 2009 AYAC was unfunded and had no paid staff. An elected Executive Committee of volunteers has managed AYAC throughout the last seven years.

### AYAC aims:

- To provide a body broadly representative of the issues and interests of young people and the youth affairs field in Australia.
- To advocate for a united Australia which respects and values Aboriginal and Torres Strait Islander heritage, promotes human rights, and provides justice for all.
- To represent the rights and interests of young people in Australia, at both a national and an international level.
- To promote the elimination of poverty and to promote the well being of young Australians, with a particular focus on those who are disadvantaged.
- Recognising the diversity of Australian society, to promote the cultural, social, economic, political, environmental and spiritual interests and participation of young people in all aspects of society.
- To advocate for, assist with and support the development of policy positions on issues affecting young people and the youth affairs field, and to provide policy advice, perspectives and advocacy to Governments and the broader community.
- To facilitate co-ordination and co-operation within the youth affairs field.

### Position Background

AYAC has received funding from the Federal Government (through the Department of Education, Employment and Workplace Relations) to establish itself as the National Youth Peak Body.

### Position Location

The location of this position is negotiable

<b>Position Description</b>	
<b>Position title:</b>	Establishment Director
<b>Contract terms conditions:</b>	Maximum one-year contract. Negotiable executive level remuneration. Flexible conditions.
<b>Position reports to:</b>	AYAC Executive
<b>Key relationships:</b>	<ul style="list-style-type: none"> <li>▪ AYAC Executive</li> <li>▪ AYAC National Representative Committee</li> <li>▪ Relevant federal department key staff, ministers/parliamentary secretaries</li> <li>▪ AYAC members</li> <li>▪ Agencies and organisations providing related services</li> <li>▪ Key peak bodies</li> <li>▪ Funding bodies</li> </ul>
<b>Position purpose:</b>	<p>To establish AYAC as the fully operational national youth peak body for the Australian Youth Sector, on the basis of comprehensive consultation with the youth sector and young people.</p> <p>To ensure the provision of advocacy, youth participation and member representation are of the highest possible quality and consistent with AYAC values through leadership, strategic direction, operational management and effective resource and revenue management.</p>
<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"> <li>▪ Relevant tertiary qualifications, preferably in social sciences and/or management.</li> <li>▪ Extensive experience and achievement at senior management level in complex human service organisations/peak bodies or equivalent.</li> </ul>
<b>Annual turnover:</b>	\$400,000 in 08/09 financial year
<b>Staff FTE level:</b>	No staff employed at this stage

<b><i>Personal Competencies Required</i></b>	<b><i>Position Competencies Required</i></b>
<ul style="list-style-type: none"> <li>A consultative and respectful leadership style.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated outcomes in consultation and engagement, stakeholder engagement, strategic leadership and strategic organisational development.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrated collaborative, team-based approach to management.</li> </ul>	<ul style="list-style-type: none"> <li>Operational knowledge and experience of financial management including budget preparation and management, establishment.</li> </ul>
<ul style="list-style-type: none"> <li>Highly developed analytical, negotiation, verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the Acts, Regulations, statutory obligations, risk management and industrial relations impacting on the community services sector.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrated timely and effective decision making and problem solving ability.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated expertise in managing organisational performance, innovation and people, including a thorough understanding of quality assurance and improvement systems.</li> </ul>
<ul style="list-style-type: none"> <li>High-level interpersonal skills including the ability to build and maintain rapport and effective relationships with key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated expertise in current human resource practices, including team based management practices, and experience in working with a broad membership base, including young members.</li> </ul>
<ul style="list-style-type: none"> <li>Highly professional and ethical in all relationships and dealings.</li> </ul>	<ul style="list-style-type: none"> <li>Proven achievements in developing effective partnerships with funding bodies, related service providers, corporate supporters and policy making bodies and in representing and promoting the organisations to a wide range of stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrated experience in establishing and building organisations in terms of systems, structures, reputation and relationships</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated understanding of the role and function of peak representative bodies.</li> </ul>
<ul style="list-style-type: none"> <li>High level theoretical and practical application of youth participation models and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Able to represent to governments the principles and practice of youth participation.</li> </ul>

## Major Duties

- Establish a national office as the central base for AYAC and organise a launch of the office and AYAC.
- Establish the organisation's relationships with all major stakeholders.
- Conduct national consultations with the youth services sector and young people to make recommendations regarding the form and function of AYAC.
- Carry out a review of the AYAC constitution and governance structures.
- Coordinate an AYAC promotional campaign that aims to increase awareness of and membership to AYAC.
- Prepare a report on the national consultations that outlines proposed priorities for AYAC's work over the next 2-3 years.
- Recruit additional AYAC staff including the recruitment of a permanent Executive Director.
- Develop a work plan for the 2009/2010 financial year to be submitted to the Department of Education, Employment and Workplace Relations (DEEWR) by June 15<sup>th</sup> 2008.
- Oversee the financial management of the organisation, including monthly reporting and the coordination of end year financial reports and audit.
- Liaise regularly with DEEWR.
- Resource and support the AYAC Executive.
- Provide monthly reports on activity to the AYAC National Representative Council.
- Undertake other reasonable tasks as directed by the AYAC Executive.